

Fort Monroe
Directorate of Community
and Family Activities

Self-Assessment Action Plan

Exhibits Matrix

Commission for Accreditation of Park
and Recreation Agencies



1.0 AGENCY AUTHORITY, ROLE AND RESPONSIBILITY

Chapter Leader: Paul Heilman

⇒ Symbol indicates a "fundamental" standard.

Action #	Standard	Evidence of Compliance	Exhibit Title	Exhibit #	POC	Delivery Date	Cost
1.1	Legal Authority and Jurisdiction						
⇒1.1.1	Source of Authority	Provide legal Citation(s)	AR 215-1, Paragraph 1-5, Authority	1-1	Heilman	Completed	low
			Appointment Letter, Installation MWR Fund Administrator Appointment	1-2	Heilman	Completed	low
			AR 215-1, Chapter 2, Responsibilities.	1-3	Heilman	Completed	low
1.1.1.1	Authority/Policy Body	Copy of organizational structure chart with narrative.	FM REG 10-1, Headquarters Fort Monroe, Organization and Functions	1-4	Heilman	Under Revision	low
			DCFA Organization Chart	1-5	Heilman	Completed	low
1.1.1.2	Citizen Advisory Board/Committees or installation Equivalent	List of boards/committees with membership, functions and duties, terms of office, frequency of meetings.	AR 215-1, Chapter 5, Section III, NAFI Councils	1-6	Heilman	Apr 04	low
			QOL QMB Charter	1-7			

Action #	Standard	Evidence of Compliance	Exhibit Title	Exhibit #	POC	Delivery Date	Cost
		Copies of recommendations made changes improving service.					
1.1.2	Jurisdiction	Copy of map with geographical boundaries of jurisdiction and service areas, including location of facilities identified.	Fort Monroe Locator Map	1-9	Heilman	Apr 04	low
			Hampton Roads Regional Map	1-10	Heilman	Apr 04	low
⇒1.2	Mission	Copy of written mission statements	Army MWR Mission Statement, DCFA 2003 Strategic Plan, Section 2.3.1	1-12	Heilman	Completed	low
			Fort Monroe Mission Statement, DCFA 2003 Strategic Plan, Section 2.3.1	1-13	Heilman	Completed	low
			DCFA Mission Statement, DCFA 2003 Strategic Plan, Section 2.3.1	1-14	Heilman	Completed	low
1.3	Goals and Objectives						
⇒1.3.1	Statement of Goals and Objectives	Copy of goals and objectives for each	DCFA Goals and Objectives,	1-15	Heilman	Apr 04	low

Action #	Standard	Evidence of Compliance	Exhibit Title	Exhibit #	POC	Delivery Date	Cost
		organizational component	DCFA 2003 Strategic Plan, Section 2.3.2				
			Child and Youth Services, 2004 Action Plan	1-16	Heilman	Apr 04	low
			ACS 2004 Action Plan	1-17	Heilman	Apr 04	low
			Lodging 2004 Action Plan	1-18	Heilman	Apr 04	low
			Marina 2004 Action Plan	1-19	Heilman	Completed	low
			Bay Breeze Community Center 2004 Action Plan	1-20	Heilman	Apr 04	low
			ODR 2004 Action Plan	1-21	Heilman	Apr 04	low
			Bowling 2004 Action Plan	1-22	Heilman	Apr 04	low
			Aquatics 2004 Action Plan	1-23	Heilman	Apr 04	low
			Fitness & Wellness 2004 Action Plan	1-24	Heilman	Apr 04	low
			Sports 2004 Action Plan	1-25	Heilman	Apr 04	low
			Auto Craft Shop 2004 Action Plan	1-26	Heilman	Apr 04	low
			Arts & Crafts 2004 Action Plan	1-27	Heilman	Apr 04	low
			Marketing 2004 Action Plan	1-28	Heilman	Apr 04	low
			Special	1-29	Heilman	Apr 04	low

Action #	Standard	Evidence of Compliance	Exhibit Title	Exhibit #	POC	Delivery Date	Cost
			Events 2004 Action Plan				
			Commercial Sponsorship 2004 Action Plan	1-30	Heilman	Apr 04	low
			Information technology 2004 Action Plan	1-31	Heilman	Apr 04	low
			2004 Action Plan	1-32	Heilman	Apr 04	low
			2004 Action Plan	1-33	Heilman	Apr 04	low
			2004 Action Plan	1-34	Heilman	Apr 04	low
1.3.2	Personnel Input	Examples of how input is obtained	Program Planning Meeting Announcement		Heilman	Apr 04	low
			Financial Performance Review Meeting Announcement		Heilman	Apr 04	low
			Annual Program Action Plan Guidance	1-39	Heilman	Completed	low
			DCFA Action Plan Annual review	1-40	Heilman	Completed	low
1.3.3	Annual Evaluation	Copy of last year's evaluation	Goals Review Report 2003 - 2004	1-41	VanPatten	May 04	low
1.4	Policy Formulation and Review						
⇒1.4	Process for	Illustration of	DODI	1-43	Heilman	May 04	low

Action #	Standard	Evidence of Compliance	Exhibit Title	Exhibit #	POC	Delivery Date	Cost
.1	Formulating Policy	how this distinction is facilitated or carried out. 1. Policies are broad statements set forth by the HODA	1015.10, Programs for Military MWR Activities and NAFIs				
		2. Copy of Rules and regulations.	AR-215 series	1-44			
		3. Copy of . Operational procedures are guidelines.	DCFA SOPs	1-45			
1.4.2	Policy Manuals	Copy of Policy Manual(s)			Turner	Apr 04	low
⇒1.5	Relationships						
1.5.1	Administrative legislative functions	Copies of MOUs and MOAs defining relationships.					
			MOU between OPCM and VMRC	1-47	Theresa Grogan	Feb 03	low
			Commercial Sponsorship Contract with City of Hampton		Shae Inglin	Apr 04	low
1.5.2	Operational Coordination and Cooperation (Agreements)	Copies of policies and agreements.	USA Reimbursement Agreement		Rod MacGillivray	Apr 04	low
			MOA/MFR on utility charges at BBCC				

Action #	Standard	Evidence of Compliance	Exhibit Title	Exhibit #	POC	Delivery Date	Cost
1.5.3	Interagency Relationships with Counterpart Agencies (Liaisons)	Examples of Counterpart Agency Liaisons				Apr 04	low
1.5.4	Relationship with Complementary Agencies						
1.5.4.1	Public and social service agencies	Identify staff with liaison responsibility and provide a listing or directory of other community public and social service agencies' available services and resources	ACS Listing		Richie Cooper	Apr 03	low
			CYS Listing		Susan Searles	Apr 03	low
			SLO Listing		Charley French	Apr 03	low
1.5.4.2	Local Government Agencies	Identify staff with this liaison responsibility and indicate how the liaison person has been functional, i.e., reports to director, board or committees.	SLO Functional Report		Charley French	Apr 03	low

2.0 PLANNING

Chapter Leader: Charlie French

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Action #	Standard	Evidence of Compliance	Exhibit Title	Exhibit #	POC	Delivery Date	Cost
⇒2.1	Trends Analysis	Copy of the Trends Analysis Process	DCFA Strategic Plan, Chapters 2 & 3	2-1	Don VanPatten	April 2003	Med
⇒2.2	Installation or Military Community Planning						
2.2.1	Personnel Part of Installation or Military Community Planning	Identify Instances and Personnel Who are Part of the Planning Team	Post Strategic Teams Roster	2-2	Don VanPatten	May 2003	Low
		Existence of Recreational Goals and Objectives are in Plans	Fort Monroe Strategic Plan	2-3	Don VanPatten	May 2003	Low
2.2.2	Involvement with Civilian Recreation Planning Agencies	Identify Instances and Personnel who have worked with City, County, and Federal Agencies.					
		Identify Ongoing Partnership Agreements with City, County, and Federal Agencies.					
		Identify Outsourcing					

		Initiatives with City, County, and Federal Agencies.					
2.3	Strategic Planning	SP Exists and Contains Initiatives that Address Implementation of RDS	DCFA Strategic Plan (RDS fully integrated and referenced throughout)	2-1	Don VanPatten	April 2003	Med
2.4	Comprehensive Plan						
2.4.1	Recreation Program Planning						
2.4.1.1	Installation Study						
2.4.1.2	Community Inventory						
2.4.1.3	Needs Index						
2.4.1.4	Types of Programs						
2.4.2	Resource Management and Land Use Planning						
2.4.2.1	Feasibility Studies						
2.4.2.2	Master Planning						
2.4.2.3	Resource Management Program						
2.4.2.	Competent Planning						

4	Personnel						
2.4.2. 5	Customer Involvement						
2.4.2. 6	Phased Development						

3.0 ORGANIZATION AND ADMINISTRATION

Chapter Leader: Donna Loud

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Action #	Standard	Evidence of Compliance	Exhibit Title	Exhibit #	POC	Delivery Date	Cost
3.1	Organization						
⇒3.1.1	Organization Structure	Copy of organizational structure chart(s) which shows interrelationships.	Ft. Monroe Organization Chart	3-1	Donna Loud	Apr 04	Low
			DCFA Organization Chart, January 2004	3-2	Don VanPatten	Completed	Low
			FM REG 10-1, Headquarters Fort Monroe, Organization and Functions	1-4	Heilman	Under Revision	low
3.1.2	Delineation of Responsibility	Copy of the written purpose and indicate how distributed to personnel. (Job Descriptions/ performance appraisals	AR 215-1, Chapter 8, Military MWR Programs	3-4	Donna Loud	Apr 04	Low
			NAF Orientation				

Action #	Standard	Evidence of Compliance	Exhibit Title	Exhibit #	POC	Delivery Date	Cost
		Desc Summarys In DCFA/MWR Admin Offices. See 4.1.1; 4.1.2; 4.1.2.1 and 4.1.2.2)	APF Orientat ion				
			PD for Mr. Heilma n	4-1	Paul Heilman	1 Dec 03	Low
			PD for Don VanPatt en	4-3	Don VanPatten	1 Dec 03	Low
			ACTED S Career Field 51 Plan	4-8	Don Petrine	30 Jan 03	Low
			Written Purpose of Recreati on Divisio n.				
			Written Purpose of Family Support Divisio n.				
			Written Purpose of Child and Youth Services Divisio n.				
			DCFA Strategi c Plan, Section 2.4.1. Written	4-12	VanPatten	Comple ted	low

Action #	Standard	Evidence of Compliance	Exhibit Title	Exhibit #	POC	Delivery Date	Cost
			Purpose of “Operations” Teams				
			DCFA Strategic Plan, Section 2.4.2. Written Purpose of “Programming” Teams	4-13	VanPatten	Completed	low
⇒3.1.3	Administrative Manual	Copy of the administrative manual. (encompassing policies, rules and regulations, and standard operational procedures (SOPs) relative to programming, including fiscal forms, permits, uses of areas, charges and fees procedures, rentals, system of requisition, inventories, availability of	DCFA Professionals Web Site.	4-16	VanPatten	Work in Progress	Low
			MWR Commercial web Site.	4-17	VanPatten	Work in Progress	Low

Action #	Standard	Evidence of Compliance	Exhibit Title	Exhibit #	POC	Delivery Date	Cost
		material and supplies, and safety considerations.)					
3.2	Administrative Facilities						
3.2.1	Administrative Offices	Checklist of the type of space.	DCFA Administrative Area, ###' sq		Donna Loud	Apr 04	Low
			DCFA Conference Room, ###' sq		Donna Loud	Apr 04	Low
			CPAC Computer Lab, ###' sq		Donna Loud	Apr 04	Low
			Post Technical and General Library, ###' sq		Donna Loud	Apr 04	Low
					Donna Loud	Apr 04	Low
					Donna Loud	Apr 04	Low
					Donna Loud	Apr 04	Low
					Donna Loud	Apr 04	Low
					Donna Loud	Apr 04	Low
					Donna Loud	Apr 04	Low
3.2.2	Support Services	Listing of both support staff and services.	Support staff and services list.		Loud	Apr 04	Low

Action #	Standard	Evidence of Compliance	Exhibit Title	Exhibit #	POC	Delivery Date	Cost
		Provide qualitative annotation of adequacy.		Donna Loud	Loud	Apr 04	Low
⇒3.3	Public Information, Community Relations, and Marketing	Provide the written statement(s) regarding the role of public information, community relations, and marketing functions in the community.	AR 360-1: The Army Public Affairs Program, Chapter 1, Section 6		Loud	Apr 04	Low
			DCFA Marketing SOP, para		VanPatten	Apr 04	Low
			DCFA Marketing Action plan 2004		VanPatten	Apr 04	Low
3.3.1	Public Information	Provide a written statement that the organization is committed to informing the community and the news media of events within the public domain that	AR 360-1: The Army Public Affairs Program, Chapter ??, Section ??.		Loud	Apr 04	Low

Action #	Standard	Evidence of Compliance	Exhibit Title	Exhibit #	POC	Delivery Date	Cost
		are handled by or involve the organization and sets forth policies that govern what information should be released, when It should be released, and by whom it should be released.					
3.3.2	Community Relations	Copy of Community Relations Plan.	DCFA Marketing SOP, Appendix ##		VanPatten	Apr 04	Low
3.3.3	Coordinator	Identify the Point of Contact.	PD for Ft. Monroe PAO.		Loud	Apr 04	Low
3.3.4	Marketing						
3.3.4.1	Marketing component functions, plans	Provide a copy of the written plan and latest evaluation.	Marketing Action Plan, 2004		VanPatten	Apr 04	Low
		Marketing SOP/Comm Spon SOP/marketing actions/planning projects & assumptions/Strategic Plan/Program Planning meeting	DCFA Marketing SOP		VanPatten	Apr 04	Low
			Marketing Evaluation.		VanPatten	Nov 04	Low
3.3.4.2	Marketing Research	Copies of collected and summarized	Leisure Needs Survey 2000	4-50	VanPatten	Completed	Low

Action #	Standard	Evidence of Compliance	Exhibit Title	Exhibit #	POC	Delivery Date	Cost
		research as described in the marketing plan.	Leisure Needs Survey 2004		VanPatten	TBD	Low
		LNS/marketing plan (DCFA Professionals website)/DCFA Organization Climate Survey/Qtrly Mgmt Review/SWOT Analysis/ Monthly Population paper/comment cards	Comment Card Results		Loud	Apr 04	Low
			Marina Slip Renter Survey of VA and NASA.		MacGillivray	Apr 04	Low
			Check other individual program areas for Local Survey Documentation.		Loud	Apr 04	Low
3.3.4.3	Position Responsibility	Identify a specific person designated to direct the marketing component. Job Descriptions for Project Mgr, Sponsorship Mgr, Marketing Assistant	VanPatten PD revision		Heilman		Low
3.3.4.4	Quality Assurance	Describe procedures for monitoring	Leisure Needs Survey 2004,		VanPatten	TBD	Low

Action #	Standard	Evidence of Compliance	Exhibit Title	Exhibit #	POC	Delivery Date	Cost
		and evaluating the quality of facilities, natural resources (areas), programs and services from the users perspective. LNS/Course evaluations/facility attendance/Program Data Sheet	Implementation Instructions				
			DCFA Marketing SOP, Appendix ##		VanPatten	Apr 04	Low
			Mystery Shopper Program SOP		Maria Jackson		Low
			Comment Card System SOP		Barbara Bell		Low
3.3.5	Periodic Report and Evaluation DNA						
3.4	Management Information Systems, Including Records Management						
⇒3.4.1	Management Information Systems	Describe and provide evidence of use of management information systems in use at the installation; including at a minimum TLMS,	Monthly Detailed Income Statements (SMIRF)		MacGillivray	Apr 04	Low
			Monthly Horse Blanket (SMIRF)		MacGillivray	Apr 04	Low

Action #	Standard	Evidence of Compliance	Exhibit Title	Exhibit #	POC	Delivery Date	Cost
		SMIRF, FMBS, RecTrac! and other appropriate systems. ALPMS etc.?)				
			TLMS		Idzi	Apr 04	Low
			RecTrac		Idzi	Apr 04	Low
3.4.2	Records Management						
3.4.2.1	Central records component	Describe the central records systems with notations regarding the adequacy of the system.	The Army Records Information Management System (ARIMS)	4-75			
3.4.2.2	Handling of Funds	Funds are to be accounted for in accordance with AR 215 series regulations and all internal controls. Internal control plans/inspections are to be on file.	AR 215-1, Appendix G		MacGillivray	Apr 04	Low
			Cash Count Procedures.		MacGillivray	Apr 04	Low
			Cash Count Documents.		MacGillivray	Apr 04	Low
			Army Regulation 11-2: Management		VanPatten	Apr 04	Low

Action #	Standard	Evidence of Compliance	Exhibit Title	Exhibit #	POC	Delivery Date	Cost
			Controls, Chapter 2				
			Management Control Checklist Documentation.		VanPatten	Apr 04	Low
3.4.2.3	Accident Reports	Copy of written procedures (SOP) for accident and incident information collection.					
3.4.3	Program Service Statistics						
⇒3.5	Communications						
3.6	Planning and Research						
3.6.1	Function within Organization						
3.6.2	Personnel DNA						
3.6.3	Analysis of Operations						

4.0 HUMAN RESOURCES

Chapter Leader: Don Petrine

⇒ Symbol indicates a "fundamental" standard.

Action #	Standard	Evidence of Compliance	Exhibit Title	Exhibit #	POC	Delivery Date	Cost
4.1	Employees						
⇒4.1.1	Recreation Coordinator	Name and position description of the current Recreation Coordinator.	PD for Mr. Heilman	4-1	Paul Heilman	Complete	Low
		Copy of the evidences of "professionally qualified" include: (1) Certified Leisure Professional (CLP), (2) four-year degree in parks and recreation or related field, (3) four-year college degree, five years professional experience in parks and recreation, (4) more than five years of professional experience. Involvement in professional park and recreation	Resume Mr. Heilman	4-2		Complete	Low

Action #	Standard	Evidence of Compliance	Exhibit Title	Exhibit #	POC	Delivery Date	Cost
		organizations is highly desirable.					
⇒4.1.2	Staffing						
4.1.2.1	Competent staff	PD for Operations Team Leader	PD for Mr. Heilman	4-1	Paul Heilman	Complete	Low
		Resume for Operations Team Leader	Resume for Mr. Heilman	4-2	Paul Heilman	Complete	Low
		PD for Programs Team Leader	PD for Don VanPatten	4-3	Don VanPatten	Complete	Low
		Resume for Programs Team Leader	Resume for Don VanPatten	4-4	Don VanPatten	Complete	Low
4.1.2.2	Supervision	Evidence of Systematic Process for Supervising Personnel	DCFA Organization Chart with Supervisory Chain of Command				Low
			Supervisory Classification of PDs in ACTEDS Career Field 51 Plan	4-8			Low
							Low
4.1.2.3	Copy of ACTEDS Career Field 51 Plan	Job Analyses in ACTEDS Career Field 51 Plan	ACTEDS Career Field 51 Plan	4-8	Don Petrine	Complete	Low
4.1.3.	Recruitment and Selection						
4.1.3.1.	Recruitment Process	Copy of Recruitment Process as Set Forth in AR	AR 215-3, Chapter 2, Employment	4-9	Don Petrine	Complete	Low

Action #	Standard	Evidence of Compliance	Exhibit Title	Exhibit #	POC	Delivery Date	Cost
4.1.3.2	Equal Employment Opportunity	Copy of Commander's Policy for EEO and/or applicable AR	Commander's Policy for EEO and/or applicable AR		Don Petrine	30 Jan 03	Low
			Commander's Policy for EO Program	4-10	Don Petrine	Complete	Low
			Commander's Policy for Prevention of Sexual Harassment (POSH)	4-11	Don Petrine	Complete	Low
4.1.3.3	Selection process	Copy of Regulation(s) applicable to the Selection Process	AR 215-3, Para 2-6 through para 2-11	4-12	Don Petrine	Complete	Low
4.1.3.4	Background investigations	Copy of Regulation(s) applicable to Background Investigations	AR 215-3, paragraph 2-13.i., Procedures	4-13	Don Petrine	30 Jan 03	Low
		Examples of background checks			Don Petrine		Low
		Status of background checks			Don Petrine		Low
4.1.4	Management Policies and Procedures						
⇒4.1.4.1	Personnel Manual	Copy of NAF Personnel Procedures Manual	AR 215-3, Nonappropriated Funds Personnel Policy	4-16	Don Petrine	Complete	Low

Action #	Standard	Evidence of Compliance	Exhibit Title	Exhibit #	POC	Delivery Date	Cost
		Copy of APF Personnel Procedures Manual	Code of Federal Regulations, Title 5	4-17	Don Petrine	Complete	Low
			AR 690 series, Civilian Personnel	4-18	Don Petrine	Complete	Low
4.1.4.2	Professional considerations						
⇒4.1.4.2.1	Code of conduct (ethics)	Copy of the Code of Ethics	Code of Ethics	4-18	Don Petrine	Complete	Low
4.1.4.2.2	Professional organizations	List of Personnel and Professional Association Affiliations	DCFA Personnel and Professional Association Affiliations		Don Petrine	?	Low
4.1.4.3	Compensation, benefits, conditions of work						
4.1.4.3.1	Compensation (salaries and wages)	Copy of Rules Covering Compensation of NAF Employees.	AR 215-3, Chapter 3, Classification and Pay	4-22	Don Petrine	Complete	Low
		Copy of Rules Covering Compensation of APF Employees.	APF Employee Payroll Issues	4-23	Don Petrine	Complete	Low
4.1.4.3.2	Fringe benefits	Copy of NAF Employee Benefits Materials	AR 215-3, Chapter 5, Leave	4-25	Don Petrine	Complete	Low
			AR 215-3, Chapter 15,	4-26	Don Petrine	Complete	Low

Action #	Standard	Evidence of Compliance	Exhibit Title	Exhibit #	POC	Delivery Date	Cost
			Employee Benefits				
			U.S. Army NAF Employee Benefits Web Page	4-27	Don Petrine	Complete	Low
		Copy of APF Employee Benefits Materials	Appropriated Fund Employee Leave Policies	4-28	Don Petrine	Complete	Low
			Appropriated Fund Employee Benefits	4-29	Don Petrine	Complete	Low
4.1.4.3.3	Conditions of work						
4.1.4.3.3.1	Physical Examination	Copy of AR Governing Physical Examinations for NAF Employees	AR 215-3, Paragraph 2-13.e., Physical Examination	4-34	Don Petrine	Complete	Low
		Copy of AR Governing Physical Examinations for APF Employees	CFR, Title 5, Part 339, Medical Qualification Determinations	4-35	Don Petrine	Complete	Low
4.1.4.3.3.2	Health and physical fitness	Document Fitness Center hours and policy	SOP, Mill Creek Sports Center	4-37	Ron Finchum	?	Low
		Document Installation Policy on Employee Health and Physical Fitness	FM Circular 215-02-1, Civilian Physical Fitness Training	4-38	Ron Finchum	1 Nov 02	Low

Action #	Standard	Evidence of Compliance	Exhibit Title	Exhibit #	POC	Delivery Date	Cost
			Program				
4.1.4.4	Training, career development						
4.1.4.4.1	Orientation program	Copy of the Current Orientation Program	Copy of Post Orientation Briefing Materials		Eva Granville ?	30 Jan 03	Low
			Copies of In-Processing Check Lists	4-41	Don Petrine	30 Jan 03	Low
			Welcome to FM, Mini Employee Handbook	4-42	Don Petrine	4 Dec 03	Low
⇒4.1.4.4.2	On-the-job Training	Copy of ACTEDS Career Plan 51		4-8	Don Petrine	Complete	Low
		Copy of IDP			Don Petrine		Low
		Proof of Training			Don Petrine		Low
4.1.4.4.3	Career Development	ACTEDS Plan		4-8	Don Petrine	Complete	Low
		Copy of Training Opportunities within ACTEDS Plan	MWR Academy Training Catalog of Courses	4-45	Don Petrine	Complete	Low
		Copy Of IDP	Local Policy on IDPs		Don Petrine		Low
			Individual Development Plans		Don Petrine		Low
		Proof of			Don		Low

Action #	Standard	Evidence of Compliance	Exhibit Title	Exhibit #	POC	Delivery Date	Cost
		Training			Petrine		
4.1.4.5	Performance evaluation	Copy of Procedures for NAF Employee Performance Evaluation	AR 215-3, Chapter 6, Performance Evaluation and Rating	4-49	Don Petrine	Complete	Low
			Negotiated Agreement, Article 41, Performance Evaluation	4-50	Don Petrine	Complete	Low
		Copies of Completed NAF Employee Performance Evaluations			Don Petrine		Low
		Copy of Procedures for APF Employee Performance Evaluation	AR 690-400, The Army Performance Evaluation System (TAPES)	4-52	Don Petrine	Complete	Low
			Negotiated Agreement, NAGE Local R4-11, Article 25	4-53	Don Petrine	Complete	Low
			Negotiated Agreement, NAGE Local R4-12 Article 28	4-54	Don Petrine	Complete	Low

Action #	Standard	Evidence of Compliance	Exhibit Title	Exhibit #	POC	Delivery Date	Cost
		Copies of Completed APF Employee Performance Evaluations			Don Petrine		Low
4.1.4.6	Promotion	Copy of Promotion Procedures	NAF Employee Policy on Promotion	4-56	Don Petrine	Complete	Low
			Fort Monroe Merit Promotion (APF Employee) Plan	4-57	Don Petrine	Complete	Low
4.1.4.7.1	Disciplinary Action	Copy of Policy on Disciplinary Action for NAF Employees	AR 215-3, Chapter 7, Disciplinary Actions	4-59	Don Petrine	Complete	Low
		Copy of Policy on Disciplinary Action for APF Employees	AR 690-700, Discipline	4-60	Don Petrine	Complete	Low
			Local Policy and Guidance on Discipline	4-61	Don Petrine	Complete	Low
4.1.4.7.2	Appeals and Grievances	Copy of Grievance and Appeal Procedures for NAF Employees	AR 215-3, Chapter 8, Employee Grievances	4-61	Don Petrine	30 Jan 03	Low
		NAF Negotiated Agreement	Article 4, Negotiated Grievance procedure	4-62	Don Petrine	30 Jan 03	Low
		Copy of Grievance and	DOD Civilian	4-63	Don Petrine	Complete	Low

Action #	Standard	Evidence of Compliance	Exhibit Title	Exhibit #	POC	Delivery Date	Cost
		Appeal Procedures for APF Employees	Personel Manual Subchapter 771				
		Copy of Grievance and Appeal Procedures for APF Bargaining Unit Employees	APF Negotiated Agreement, NAGE Local R4-11, Article 37	4-64	Don Petrine	Complete	Low
			APF Negotiated Agreement, NAGE Local R4-12, Article 34	4-65	Don Petrine	Complete	Low
4.1.4.8	Termination of Employment	Copy of Termination of Employment Procedures for NAF Employees	AR 215-3, paragraph 2-16., Separations	4-65	Don Petrine	Complete	Low
		NAF Negotiated Agreement	Negotiated Agreement, Article 31, Section 5	4-66	Don Petrine	Complete	Low
		Copy of Termination of Employment Procedures for APF Employees	AR 690-700, Ch. 751	4-67	Don Petrine	Complete	Low
		Copy of Termination of Employment	APF Negotiated Agreement	4-68	Don Petrine	Complete	Low

Action #	Standard	Evidence of Compliance	Exhibit Title	Exhibit #	POC	Delivery Date	Cost
		Procedures for APF BU Employees	t, NAGE Local R4-11, Article 36				
			APF Negotiated Agreement, NAGE Local R4-12, Article 33	4-69	Don Petrine	Complete	Low
4.2	Volunteers						
4.2.1	Utilization	List of Functions in which Volunteers are Utilized	List of Functions in which Volunteers are Utilized		Marie Hinton		Low
		Volunteer hours Utilized			Marie Hinton		Low
4.2.2	Recruitment, Selection, Orientation and Retention	Description of Recruitment, Selection, Orientation and Retention Procedures	IVC Marketing Plan	4-73	Marie Hinton	?	Low
4.2.3	Supervision and Evaluation	Description of Supervision and Evaluation Procedures	ACS Volunteer Training Instructions	4-74	Marie Hinton		Low
			SOP, ACS Volunteer Instructions	4-75	Marie Hinton	5 Sep 03	Low
4.2.4	Recognition	Description of Volunteer Awards and Recognition	Solicitation for Volunteer Hours and Award Submission	4-76	Marie Hinton	15 Jan 03	Low
			AAR Annual	4-77	Marie Hinton	24 Apr 03	Low

Action #	Standard	Evidence of Compliance	Exhibit Title	Exhibit #	POC	Delivery Date	Cost
			Volunteer Reception				
4.2.5	Liability	Copy of Documentation Indicating Liability Coverage	Volunteer Registration Forms	4-78	Marie Hinton		Low
			DODI 1100.21, Volunteer Services in the DoD	4-79	Marie Hinton	11 Mar 02	Low
			Volunteer Service Agreement	4-80	Marie Hinton		Low
			DA Pamphlet 608-28, Handbook on Volunteers in ACS	4-81	Marie Hinton	30 Jul 71	Low
4.3	Consultants and Contract Employees	Copy of Regulations on use of Consultants and Contract Employees	AR 215-3, Paragraph 2-13.b., Contracts for Personal Services Paragraph 2-13.c., Contract for Temporary Help	4-82	Don Petrine	30 Jan 03	Low
			AR 215-4, para.'s 5-7, 5-9, 5-10, and 5-12, Contracting for Consultants or	4-83	Rosemary Butler	10 Sep 90	Low

Action #	Standard	Evidence of Compliance	Exhibit Title	Exhibit #	POC	Delivery Date	Cost
			Temporary Help				

5.0 FINANCE (FISCAL POLICY AND MANAGEMENT)

Chapter Leader: Rod MacGillivray

⇒ Symbol indicates a "fundamental" standard.

Action #	Standard	Evidence of Compliance	Exhibit Title	Exhibit #	POC	Delivery Date	Cost
⇒5.1	Fiscal Policy	AR 215-1					
		DODI 7000.14					
		FY04 NAF Budget Guidance					
5.1.1	Appropriated and Nonappropriated Fund Support	AR 215-1, para 7-5					
		FY04 NAF Budget Guidance					
		Annual Pricing Surveys					
		USA Reimbursement Memorandum					
		NAF CPMC Budgets					

Action #	Standard	Evidence of Compliance	Exhibit Title	Exhibit #	POC	Delivery Date	Cost
		APF Budget Requirement					
⇒5.2	Fiscal Management	10 USC 2490a					
		AR 215-1, Chapter 3, Section I					
5.2.1	Personnel	DODI 7000.14					
		Command Management Control Annual Certification					
		Document requiring internal controls in job standards					
5.2.2	Fiscal Standards	AR 215-1, para 7-32					
		AR 215-1, para 7-45					

Action #	Standard	Evidence of Compliance	Exhibit Title	Exhibit #	POC	Delivery Date	Cost
		AR 215-1, para 7-47					
		FY03 Commercial Sponsorship Report					
		Installation MWR Fund Administrator Appointment					
5.2.3	Purchasing Procedures						
5.2.3.1	Requisition procedure	AR 215-4					
		User Workbook for PRISM WEB	http://www.mwrappstrain.army.mil/SNACS/Workbooks/workbooks.html				
		IMPAC SOP					
5.2.3.2	Emergency purchase or rental/lease procedures	AR 215-4, para 2-16					
⇒5.3	Accountability	Dod Financial Management					

Action #	Standard	Evidence of Compliance	Exhibit Title	Exhibit #	POC	Delivery Date	Cost
		Regulation, Appendix A, Accounting Procedures for NAFIs					
5.3.1	Monthly Status Report	Monthly Financial Statements	SMIRF				
5.3.2	Control Personnel and Budget Authorization Controls	APF TDA					
		TDA Procedures					
		NAF Personnel Authorization Document					
		NAF Personnel Authorization Document Procedures					
		NAF Budget Projects for Labor					
5.3.3	Procedures Relating to Cash	AR 15-1, Chapter 11, Section II					
5.3.4	Monitoring Fiscal Activity (Non-Cash)	AR 215-1, Chapter 13					
5.3.5	Independent Audit DNA						
5.4	Budgeting Procedures						
⇒5.4.1	Budget Preparation, Presentation	FY04 APF Budget					
		FY04 NAF Operating					

Action #	Standard	Evidence of Compliance	Exhibit Title	Exhibit #	POC	Delivery Date	Cost
	on and Adoption	Budgets					
		FY04 NAF CPMC Budgets					
		FY04 APF Budget					
5.4.1.1	Coordinated Budget Preparation	IMWRF and Lodging FY04 NIBD Compared to DA Standards.					
5.4.2	Budget Implementation						
5.4.2.1	Budget Control	SMIRF Budget Variance Reports					
		Statement of Procedures and Practices for Budget Control.					
5.4.3	Inventory, Fixed Assets						
5.4.3.1	Inventory Control	AR 215-2, Para 12-12					

6.0 PROGRAM AND SERVICES MANAGEMENT

Chapter Leader: Ron Finchum

⇒ Symbol indicates a "fundamental" standard.

Action #	Standard	Evidence of Compliance	Exhibit Title	Exhibit #	POC	Delivery Date	Cost
6.1	Program/Service Determinants	Written statement that the five determinants have been used in planning for programs and services.	DCFA Strategic Plan 2003, Section 2.3.2.1, Action 1.1	6-1	Ron Finchum	Complete	low
6.1.1	Participant Involvement	Process for customer input	Leisure Needs Survey, RDS survey. Advisory council minutes	6.1.1	Arlene Wallace	Complete	low
⇒6.2	Nature of Services/Program Delivery	Provide list of ways delivered	Self and directed outreach programs delivered.	6.2	Mike Carlomany	Feb 03	low
6.2.1	General Supervision	List of opportunities	Recreational areas available.	6.2.1	Jeanette Coffman	Complete	low
6.2.2	Directed Programs	Provide materials	Rec opportunities with instruction	6.2.2	Ron Finchum	Feb 03	low
6.2.3	Facilitator	List groups assisted by program	MWR special interest groups	6.2.3	Arlene Wallace	Complete	low
6.2.4	Services/programs for a Fee	Provide policy	AR 215-1 MWR activities, chapter 7	6.2.4	Mike Carlomany	Feb 03	low
6.3	Objectives	Written	Action	6.3	Jeanette	Complete	low

		objectives for programs, activities.	plans		Coffman	e	
⇒6.4	Outreach	Identify neighborhoods, location of activities	Location of outreach programs	6.4	Ron Finchum	Feb 03	low
⇒6.5	Scope of Program Opportunities	Provide matrix of programs, levels, ages, why.	Program opportunities by age.	6.5	Arlene Wallace	Complete	low
⇒6.6	Selection of Activity and Program Content	Provide representative samples of activities.	Ft Monroe calendar	6.6	Mike Carloman y	Feb 03	low
⇒6.7	Types of Participation	List of recreation opportunities	Individual and group participation	6.7	Jeanette Coffman	Complete	low
6.8	Education of Leisure	Provide evidence of process to educate	Leisure time information	6.8	Ron Finchum	Feb 03	low
6.9	Program Evaluation	Provide completed copies of evaluations	After actions and customer evaluations	6.9	Arlene Wallace	Complete	low

7.0 FACILITY AND LAND USE MANAGEMENT

Chapter Leader: Jennifer Pilkinton

⇒ Symbol indicates a "fundamental" standard.

Action #	Standard	Evidence of Compliance	Exhibit Title	Exhibit #	POC	Delivery Date	Cost
7.1	Development of Lands	Fort Monroe Real Property Master Plan, Land Use Analysis	Land Use Analysis, http://tradoc.monroe.army.mil/dpw/masterplan/LRC/default.htm				
⇒7.2	Operation Management	Current maintenance and operations plan(s) for various recreational facilities, areas, and equipment.					
7.3	Facilities Management						
7.3.1	Legal Requirements	List providing date of last review/inspection of licenses, sanitation, fire, safety, etc.					
7.3.2	Building Security Plans	List providing date of last security inspection for each facility.					
7.3.3	Preventive Maintenance	Copy of PM program(s), including inspection schedules.					
7.4	Fleet Management	Copy of vehicle fleet management plan, including inventory and maintenance					

		schedule.					
7.5	Organization-owned Equipment and Property	AR 215-1, Chapter 12					
⇒7.6	Natural Resource Management	Fort Monroe Real Property Master Plan, Land Use Analysis.					
		Fort Monroe Real Property Master Plan, Environmental Quality Summary.					
7.7	Maintenance Personnel Assignment	Procedures for assigned maintenance personnel.					
7.8	Depreciation and Replacement	APF Requirements list.					
		NAF CPMC Budget.					

8.0 SAFETY AND SECURITY

Chapter Leader: Sandie Turner

⇒ Symbol indicates a "fundamental" standard.

Action #	Standard	Evidence of Compliance	POC	Delivery Date	Cost
⇒8.1	Authority	Security SOPs	Sandie	On going	Low
8.2	General Safety and Security	Security Maint memo/FM Reg 385-1	Sandie	On going	Low
8.2.1	Plan	Event MOIs/Hurricane SOP	Dina Groesbeck	Completed	Low
8.2.2	Personnel				
8.2.3	Recording Procedures				
8.2.4	Roadblocks and Street Closures	Special event MOIs	Dina Groesbeck	Completed	Low
8.3	Law Enforcement				
⇒8.3.1	Training Program				
8.3.2	Handling of Disruptive Behaviors	Code of Conduct	CPAC/ NAF Pers	Completed	Low
8.4	General Security	Security SOP for activities	Activity Mgrs	Completed	Low
⇒8.4.1	Plan				
8.4.2	In-Service Training				

9.0 RISK MANAGEMENT

Chapter Leader: Maria Jackson

⇒ Symbol indicates a "fundamental" standard

Action #	Standard	Evidence of Compliance	Exhibit Title	Exhibit #	POC	Delivery Date	Cost
9.1	Statement of Policy	AR 215-1, Chapter 14.					
		Approved Risk Management Plan.					
9.2	Risk Manager	Copy of appointment of risk manager.					
⇒9.3	Plan(s)	AR 215-1, Chapter 14.					
		Approved Risk Management Plan.					
		FM Reg 385-1, CPT 22, Risk Management.					
⇒9.4	Risk Management for Major Special Events	List of special events and sample of completed risk management plan.					
⇒9.4.1	Employee Responsibilities for Risk Management	Risk management training/instruction schedule.					
9.5	Risk Analysis and Control Approaches	Annual risk analysis.					
9.6	Employee Involvement	Risk management training schedule.					
		Risk management training materials.					
9.7	Operational Procedures	FM Reg 385-1, CPT 22, Risk Management.					
9.8	Risk accounting DNA						

10.0 EVALUATION AND RESEARCH (EVALUATIVE RESEARCH)

Chapter Leader: John Tutson

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Action #	Standard	Evidence of Compliance	Exhibit Title	Exhibit #	POC	Delivery Date	Cost
⇒10. 1	Systematic Evaluation Program	DCFA Strategic Plan, AAR Process, 2.2.8.					
		AAR repository on DCFA Professionals web site.					
10.2	Demonstration Projects and Action Research	DCFA Strategic Plan, AAR Process, 2.3.3.					
		AAR repository on DCFA Professionals web site (pilot programs are annotated).					
10.3	Evaluation Personnel	Designation of responsible staff person for evaluation program.					
		Results of agency inspections (CYS).					
		Results of accreditation site visits.					

10.4	Employee Training	Training as reported at PIR.					
		Other training records?					